

AIR RESOURCES BOARD, STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT CANCELLED

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	AIR RESOURCES BOARD, STATE	RELEASE DATE:	Wednesday, February 4, 2009
POSITION TITLE:	Assistant Exeuctive Director	FINAL FILING DATE:	Wednesday, February 25, 2009 or until filled
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	02042009_2

POSITION DESCRIPTION

Under the administrative direction of the Executive Officer, the Assistant Executive Officer manages the Office of Climate Change within the Executive Office and is responsible for the development of policies and strategies to implement an economy-wide program that will achieve greenhouse gas reduction targets set forth in Chapter 488, Statutes of 2006 (AB 32, Pavley and Nunez). The Air Resources Board has adopted a matrix management approach for its climate change activities under which certain tasks are directly performed by the Office of Climate Change but other tasks are distributed out to the appropriate Divisions. The Assistant Executive Officer will oversee the activities of the Office of Climate Change, and in addition, has crosscutting responsibility to plan and organize the Board-wide work to ensure that the work product taken as a whole addresses all necessary issues and meets all deadlines.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in

Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

- **CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.
- CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.
- CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA

position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Managerial experience and demonstrated leadership, creativity, and sound judgment in directing a group of multi-disciplinary professionals to implement a complex sensitive program

Ability to successfully manage a matrix organizational structure and accomplish project objectives within schedule and budget

Ability to formulate and implement sound policy recommendations that integrate technical engineering, scientific, economic, environmental and legal considerations

Well-developed interpersonal skills and the ability to communicate effectively both orally and in writing

Knowledge of policy issues and challenges associated with the use of alternative fuels, motor vehicle and stationary source greenhouse gas reduction strategies, and market based greenhouse gas pollution reduction programs

Detailed knowledge of how state and federal governments function, and the State rulemaking process

Ability to establish and maintain effective working relationships with senior representatives of regulated facilities, environmental groups, the Legislature, media organizations, and government agencies

General understanding and awareness of multicultural protocols and sensitivity to cultural differences

Ability to exercise discretion and diplomacy in sensitive interactions with stakeholders

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Exeuctive Director**, with the **AIR RESOURCES BOARD**, **STATE**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The application form submitted MUST be accompanied by a Statement of Qualifications detailing the experience, knowledge, ability or potential to meet the Desirable Qualifications. The Statement of Qualifications should be no longer than two pages. (Resumes are optional and do not take the place of the Statement of Qualifications.)

A CEA Review Panel will screen all qualified job-related education and experience in relation to other qualified applicants. Should the review panel find it necessary, interviews of the most qualified candidates may be conducted. The review panel will then provide its evaluation of the competitive group to the Executive Officer who will make the final selection.

Each candidate will be assigned a rating and will be notified in writing of their final score. In order to be successful in this examination, a minimum rating of 70.00% must be attained. The results of this examination will be used solely to fill the position identified on this examination announcement.

FILING INSTRUCTIONS

All interested applicants should submit a completed Standard State Application (Std. 678), and a "Statement of Qualifications" detailing how the candidate's education, training, experience, and skills meet the Minimum Requirements and Desirable Qualifications for the position to the California Air Resources Board, Human Resources Branch, 1001 "I" Street/P.O. Box 2815, Sacramento, CA 95812, Attention: Shelly Chinn by 5:00 p.m. on the final filing date. Questions concerning this position should be directed to Shelly Chinn at (916) 324-7196 or schinn@arb.ca.gov.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

AIR RESOURCES BOARD, STATE, Administrative Services Division/Human Resources Branch 1001 I Street, P.O. Box 2815, Sacramento, CA 95812 Shelly Chinn | (916) 324-7196 | schinn@arb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The AIR RESOURCES BOARD, STATE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt